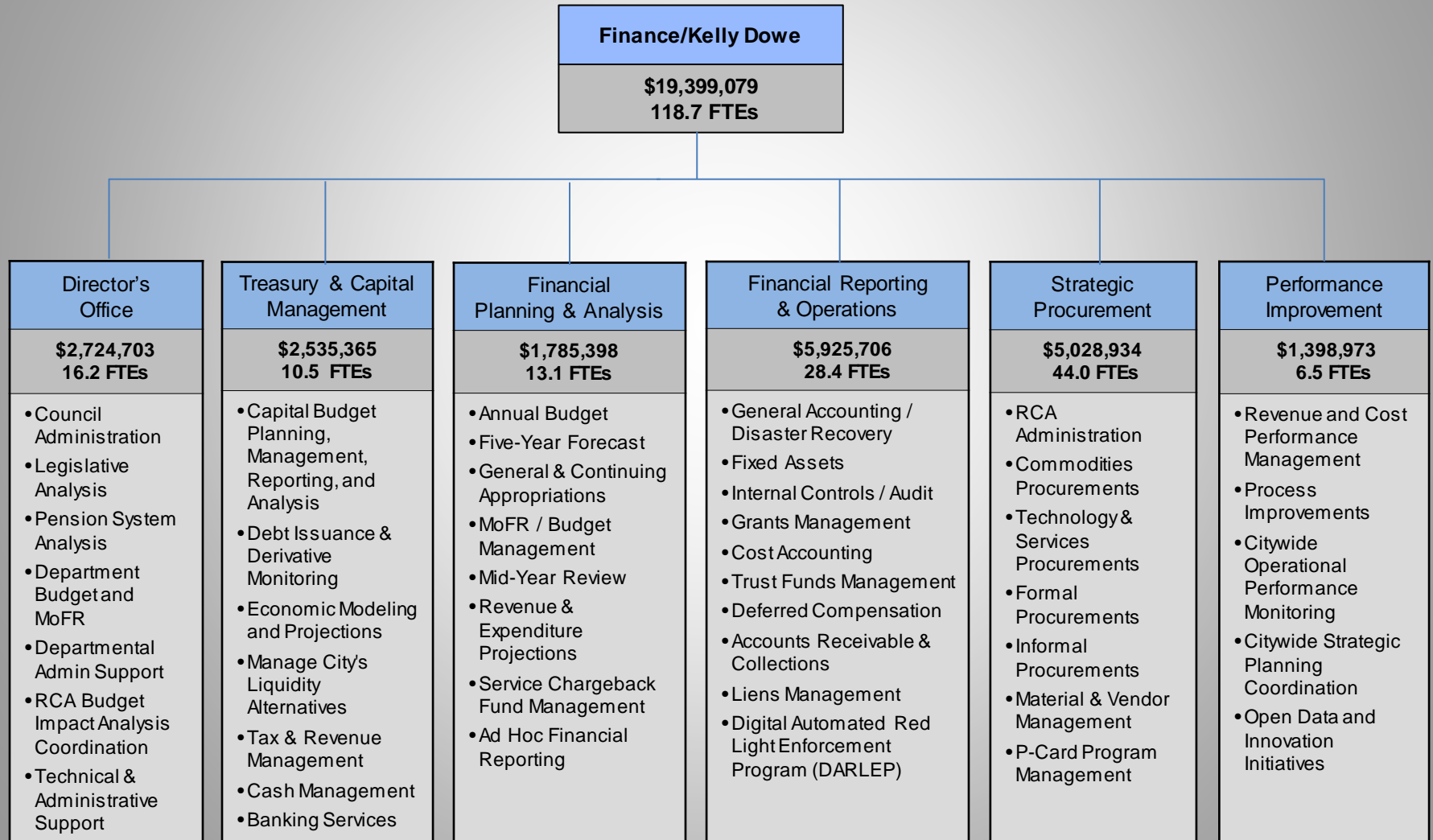


Finance Department FY2015 Core Services Presentation

Kelly Dowe, Director
January 15, 2015

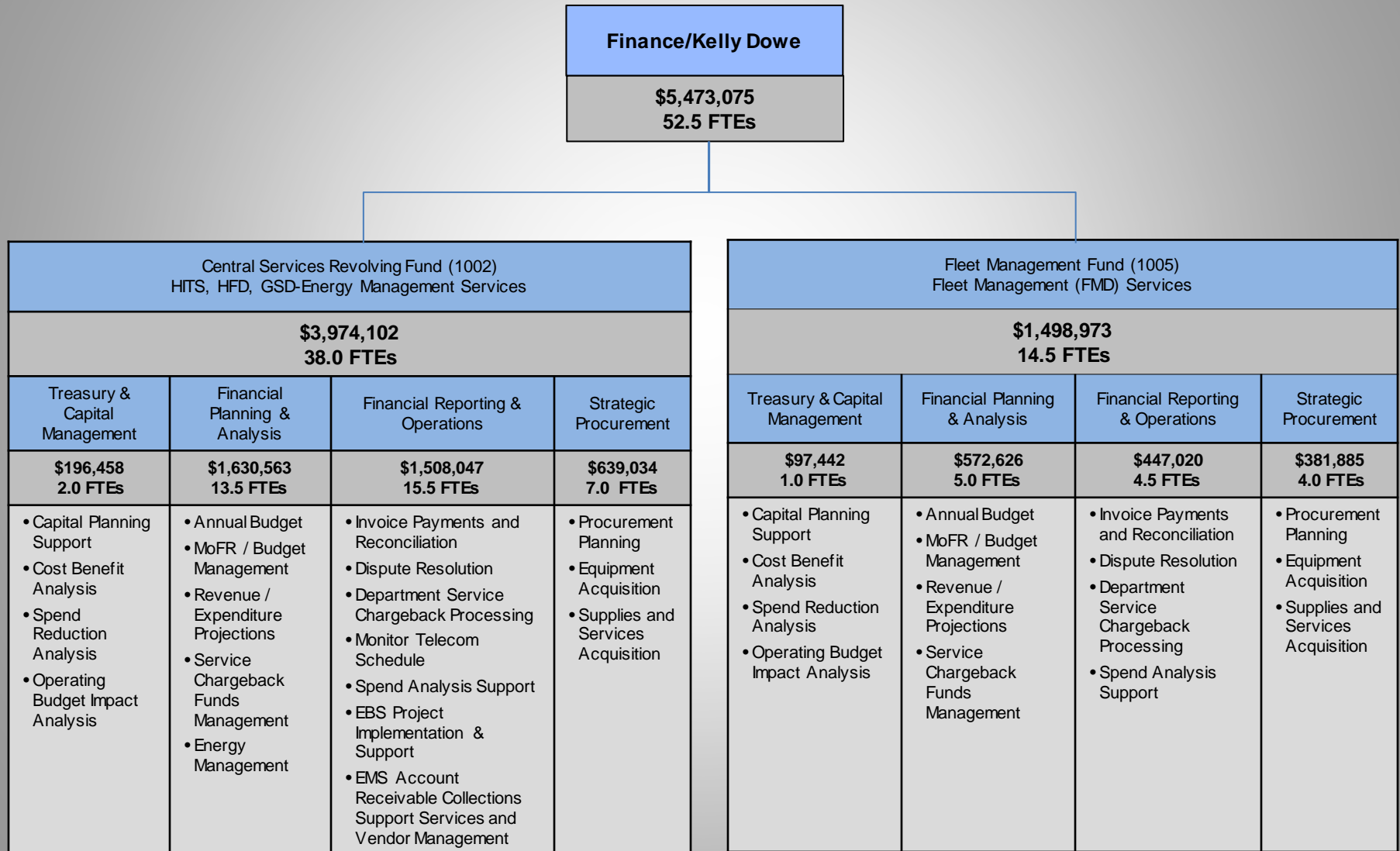
Finance Department Functions

General Fund



Finance Department Functions

Revolving Funds





Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Director's Office Total	\$1,780,789	\$ 943,914	\$ 2,724,703	16.2					
Director & Administrative Services	\$ 743,431	\$ 214,743	\$ 958,174	4.7			X	1000	Oversight of daily business operations of the Finance Department. Coordination of legislative and pension system analysis.
Business Operations Services	\$ 664,001	\$ 647,789	\$ 1,311,790	7.0			X	1000	Provide operational support including monthly reports of departmental activities, annual budget preparation, daily procurement, contract management and compliance, payment processing, and Information Technology (IT) support, management of RCAs, records management, and Texas Public Information Act (TPIA).
City Council Administrative Support	\$ 373,357	\$ 81,382	\$ 454,739	4.5			X	1000	Manage all administrative functions of City Council including receptionist, payroll, accounts payable, Human Resources, Kronos, open records requests, and archiving. Liaison for the Inauguration, E. B. Cape Center and all IT/GSD requests.





Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Treasury & Capital Management Total	\$1,525,636	\$1,303,629	\$2,829,265	13.5					
Capital Planning and Budget Management	\$ 721,911	\$ 58,329	\$ 780,240	6.7	X			1000,1002, 1005	Manage Capital Improvement Plan by monitoring capital budgets and spending.
Debt Issuance & Derivative Monitoring					X				Monitoring of financial markets. Management of terms, structures, and documents associated with a debt issuance.
Economic Modeling and Projections	\$403,351	\$ 26,865	\$ 430,216	3.0			X	1000	Provide accurate and complete financial projections.
Liquidity Management					X				Monitoring of capital cash flow and management of financial terms, structure and documents associated with obtaining liquidity.
Tax Revenue Management					X				Record, reconcile, and forecast City tax receipts/revenues. Ensure compliance with Truth in Taxation requirements and tax revenue limitations.
Cash Management/Treasury	400,374	1,218,435	\$1,618,809	3.8	X			1000	Monitoring and forecasting operational cash flow and cash position for Tax and Revenue Anticipation Notes.
Banking Services					X				Administer the City's banking relationship through oversight of the merchant services contract. Ensure Payment Card Industry Data Security Standard (PCI-DSS) Compliance.



Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Financial Planning & Analysis Total	\$ 3,819,327	\$ 169,260	\$ 3,988,587	31.6					
Annual Budget Preparation					X			1000,1002, 1005	Prepare City's Adopted Budget.
Five Year Forecast							X	1000,1002, 1005	Provide forecasting and annual context for the annual budget.
General Appropriation					X			1000,1002, 1005	General Appropriation management for spending authority through the end of the year.
MoFR/Budget Management					X			1000,1002, 1005	Produce, monitor and report on the City's financial status.
Service Chargeback Fund Management					X			1000,1002, 1005	Manage the City's budget with the anticipation of the departments delays in processing of the charges for the actual citywide cost.
Ad Hoc Financial Reports							X	1000,1002, 1005	Provide reports and analyses upon request by Mayor and City Council.





Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Financial Reporting & Operations Total	\$4,819,004	\$3,061,769	\$7,880,773	48.4					
General Accounting / Disaster Recovery	\$ 757,715	\$1,537,871	\$2,295,586	4.5	X			1000	Coordinates the Comprehensive Annual Financial Report (CAFR). Oversee and administer budgets, fund transfers, and all fiscal matters related to disaster including audits by Federal (FEMA), State (TDEM) and City financial auditors.
Fixed Assets	\$ 304,408	\$ 6,000	\$ 310,408	3.0	X			1000	Provides technical accounting, management, and reporting of fixed assets. Facilitates timely completion of annual audit.
Internal Controls / Audit	\$ 463,226	\$ 359,538	\$ 822,764	4.7	X			1000	Establishes accounting controls to avoid audit issues. Monitor Enterprise Risk Management (ERM) process and update financial and accounting processes, policies and procedures.
Grants Management	\$ 572,792	\$ 25,331	\$ 598,123	5.5	X		X	1000,1002	Oversees grants management process including application, acceptance, award, reporting and compliance monitoring of federal and state grants. Coordinates the Single Audit Report (SAR) for the administration.





Core Services Matrix (cont.)

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Cost Accounting	\$ 255,040	\$ 11,258	\$ 266,298	2.0	X			1000	Maintains six cost allocation plans critical to support allocation of costs to departments and grants. Studies are required by State and Federal agencies to determine the indirect cost rate the City can charge to the grants. Facilitates to properly determine the true cost of City central services.
Trust Funds Management / Deferred Compensation	\$ 310,497	\$ 25,403	\$ 335,900	3.7	X			1000	Manages City's deferred compensation program. Monitors and certifies financial reporting of Local Government Corporations (LGCs).
Accounts Receivable & Collections	\$ 444,019	\$ 353,385	\$ 797,404	5.0	X			1000	Monitors collection resulting from vendor's collections' oversight.
Liens Management	\$ 83,433	\$ 35,677	\$ 119,110	1.0	X		X	1000	Monitors collection of revenues due to the City.
DARLEP	\$ 0	\$ 465,000	\$ 465,000	0.0	X			1000	Monitors Digital Automated Red Light Enforcement Program (DARLEP) collection of revenues due to the City.
Emergency Medical Services (EMS)	\$ 399,773	\$ 132,842	\$ 532,615	4.0	X			1002	Performs EMS accounts receivable collections.
Accounts Payable	\$1,228,101	\$ 109,464	\$1,337,565	15.0	X			1002,1005	Manages accounts payable processes centrally leading to reduction of payment processing time/cost and provides opportunities to maximize free cash flow and streamline efficiencies.

Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Strategic Procurement Total	\$5,611,066	\$438,787	\$6,049,853	55.0				1000, 1002, 1005	
Administration				6	X		X	1000	Develop procurement strategy in alignment with the City's strategic vision. Promote continuous improvement and provide guidance in the implementation of best practices, State of Texas Bid Laws, other applicable procurement laws, policies, and procedures.
Strategic Procurement (goods, work services, and equipment)				26	X		X	1000, 1002, 1005	Manage Citywide procurement of goods, work services, and equipment in accordance with applicable laws, City policies and procedures. Leverage spend to reduce cost and improve efficiencies by aggregating similar requirements across City departments.
Specialized Procurement (prof. services, consulting, and specialized commodities)				14			X	1000, 1002	Lead and provide guidance to departments in the procurement of professional services, consulting services, specialized commodities, and construction, in accordance with best practices, applicable laws, policies, and procedures.
Procurement Intelligence (research, data analysis, data management, and reporting)				9	X		X	1000	Supports the procurement function by conducting research and analysis to establish baselines for select categories of spend; measure progress and quality of strategy implementation; support the data management function; and provide reporting support.





Core Services Matrix

Division & Activities	Annual Projected Personnel Cost	Annual Projected Supplies / Services Cost	Total Annual Cost	Annual Projected FTEs	Mandated	Direct Service	Administrative	Fund	Description
Performance Improvement Total									
	\$ 673,656	\$ 725,317	\$ 1,398,973	6.5					
Revenue/Cost Performance Management							X	1000	Leads financial and operational performance improvements projects to increase revenues, optimize expenditures and improve operational effectiveness.
Process Improvements							X	1000	Creates a culture of continuous improvement by leading value-driven projects and training employees in Lean Six Sigma process improvement methods.
Citywide Operational Performance Monitoring							X	1000	Establishes a citywide framework for measuring and managing financial and operational performance.
Citywide Strategic Planning Coordination							X	1000	Coordinates the Mayor's strategic planning efforts and monitors the execution of these strategies.
Open Data and Innovation Initiatives						X		1000	Leads the City's roles in open data and civic innovation.